

UTILITY DIVISION MANAGER

CITY OF MORRO BAY

UTILITIES DIVISION MANAGER

DEFINITION

Under general administrative direction of the Public Works Director to plan, organize, oversee, coordinate, and review the work of staff performing difficult and complex professional, technical, and administrative support related to all programs and activities of the City's Public Works - Utility operations, which include Water Treatment and Distribution, and Wastewater Collections and Treatment. The Manager will also assist with long- and short-term project planning, design, construction, maintenance, and operations of a wide variety of water/wastewater-related infrastructure construction, maintenance, repair, and other programs, coordinate assigned activities with other City departments and outside agencies, provide complex and responsible support to the Director of Public Works/City Engineer, and perform related work as required. Additionally, the Manager exercises general direction and supervision over supervisory and operations staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Plans, manages, and oversees the daily functions, operations, and activities of wastewater collection and treatment, along with the water treatment and distribution systems.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned functional areas; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development and administration of and oversees division budgets.
- Develops and standardizes procedures, including emergency procedures, and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Director.
- Participates in the selection of, supervises, and evaluates assigned personnel; provides and/or coordinates staff training in work procedures; works with employees on performance issues; implements discipline and termination procedures.
- Recommends and administers policies and procedures such as procedural guidelines, design standards, and standard plans and specifications, while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Assists in the development of consultant requests for proposals/invitations to bid for

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professional and/or construction services, as well as the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award; prepares specifications for various equipment, materials, and supply purchases.

- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating public works maintenance matters; provides information regarding City development requirements as it pertains to the utility systems.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- May serve as a liaison for the assigned division to other City departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the Director; develops and reviews staff reports related to assigned activities and services; may present information to the City Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Monitors changes in regulations and technology that may affect operations; recommends policy and procedural changes to the Director.
- Evaluates and coordinates division safety and training programs; implements safety and training procedures, in Conformance with Federal, State and Local regulations and City policy.
- In conjunction with the Environmental Programs Manager; reviews and maintains records; prepares reports regarding the operation of the water, storm and wastewater systems.
- Insures operations and testing are in accordance with water quality control, federal, state, and local agencies standard methods; and issues required reports.
- Utilizes a variety of computerized programs in the maintenance, monitoring, and analyses of wastewater and water system operations, including asset management/work order, telemetry, database, GIS, CAD, spreadsheet and word processing programs.
- Interprets, trains, and enforces all applicable safety standards and inspects job-in-progress for compliance with State and City safety requirements with regard to appropriate personnel, equipment, and procedural precaution.
- Performs other duties as assigned.

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QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, risk management and principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in safety and work procedures.
- Contract management practices in a public agency setting.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to water, wastewater and storm water systems, including safety regulations.
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Modern office practices, methods, and computer equipment and applications related to the work, including English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Operation of processes and equipment common to wastewater collection and treatment, water treatment and distribution, stormwater collection and treatment; and industrial pretreatment.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Develop and monitor capital and operating budgets.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.

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- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

- Bachelors of Science degree with major related to wastewater treatment, environmental or civil engineering, biological or physical sciences, and
- seven years increasingly responsible experience in the design, management or operations of water systems, wastewater treatment, industrial pretreatment, and/or collection system programs; including three years of supervisory experience and
- Possession of a valid and appropriate California Driver's License.
 - Registration as a Professional Engineer (Civil) in the State of California, or
 - Possession of a Grade V Wastewater Treatment Plant and a Grade III Water Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board.
- Possession of a Grade III Collections Certificate and Grade III Laboratory Analyst Certificate issued by the California Water Environment Association (CWEA) are highly desired.

TOOLS & EQUIPMENT USED

Personal computer including word processing and other software, mobile radio, telephone, copy and fax machine.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by the Morro Bay City Council August 23, 2016.